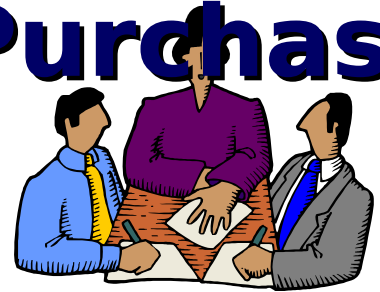


FIVE STEPS to Becoming A Billing Official for Government Purchase Cardholder

1 Nomination



- **First, the Organization's current or alternate Billing Official or current Resource Manager must nominate you.**
- **Ask them to send an e-mail to the Fort Sill DOC Alternate/Agency Program Coordinator (APC) requesting your appointment as a Billing Official.**
- **The e-mail should be sent to**
usarmy.sill.acc-micc.mail.credit-card-inbox@mail.mil
and contain the following information:
- **Full Name, Rank, Organization, Unit, Function Being Requested (i.e. Billing Official, Alternate Billing Official, or Resource Manager), and contact information for your unit's Resource Manager.**

FIVE STEPS to Becoming A Billing Official for Government Purchase Cardholder

2 Training



- **Step Two requires that the nominated Cardholder complete four training requirements. (1) GSA SmartPay training; (2) DOD GPC training; (3) the Mission and Installation Contracting Command Fort Sill local GPC training and; (4) ACCESS ON-LINE Web-Based training. This GPC training is web based and can be located at**
- http://sill-www.army.mil/USAG/DOC/government_cards.html

FIVE STEPS to Becoming A Billing Official for Government Purchase Cardholder

3

Results



- After successfully completing the training requirements, **you must print and provide a copy** of your DOD training certificate and the ACCESS ON-LINE Web-Based training certificate to the Fort Sill DOC GPC Alternate/Agency Program Coordinator (Bldg 1803 or Fax to (580)442-3819).
- The Local Fort Sill GPC Training examination results are automatically sent to the Fort Sill DOC GPC Alternate/Agency Program Coordinator when you complete the test. Your test score on these two courses will be provided to you by the

FIVE STEPS to Becoming A Billing Official for Government Purchase Cardholder

4 Documentation



- **The Fort Sill DOC GPC Alternate/Agency Program Coordinator will notify you when you have successfully completed all training requirements.**
- **Once you have completed and documented training, the Fort Sill DOC GPC Alternate/Agency Program Coordinator will request any additional information they may require on specific card requirements.**
- **Hand carry or send through distribution completed DD Form 577 to the DOC GPC**

Alternate/Agency Program Coordinator DD

FIVE STEPS to Becoming A Billing Official for Government Purchase Cardholder



- **Once test results indicate successful completion of training and any required information is obtained, the Fort Sill GPC Alternate/Agency Program Coordinator will establish an account on your behalf with US Bank. You will receive an e-mail notification from the Fort Sill GPC Alternate/Agency Program Coordinator with your ACCESS ON-LINE user id and password.**